

## TRAVEL EXPENSE CLAIM

See Instructions and \*Privacy  
Statement On Reverse SidePage 1 of       

STD 262 (REV 6/93) (DHS Electronic)

CLAIMANT'S NAME <b>John C. Duncan</b>			SSAN OR EMPLOYEE NUMBER*			DEPARTMENT <b>Industrial Relations</b>		
POSITION <b>400-102-9472-001</b>			CB/D NUMBER			DIVISION OR BUREAU <b>Director's Office</b>		
RESIDENCE ADDRESS <b>455 Golden Gate Avenue, 10th Fl.</b>			HEADQUARTERS ADDRESS			TELEPHONE NUMBER		
CITY <b>San Francisco,</b>			STATE <b>CA</b>			ZIP CODE <b>94102</b>		

(1) MONTH/YEAR (3)		(4) LOCATION WHERE EXPENSES WERE INCURRED	(5) MEALS			(6) O.T., LT, N/C, RELO, OR DINNER	(7) INCIDENTALS	(8) TRANSPORTATION				(9) BUSINESS EXPENSE	(10) TOTAL EXPENSES FOR DAY
(2) DATE	TIME		LODGING	BREAK-FAST	LUNCH			(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS PARKING	(D) PRIVATE CAR USE MILES AMOUNT		
4	2010												
5	0700	Tiburon to Sacramento;							PC	P	10.00		
	1900	return								T	4.00	184	92.00
6	0700	Tiburon to Sacramento; to											
	1900	Bakersfield											
7	0600	Bakersfield	94.08										94.08
	2300												
21	0700	Tiburon to Sacramento;							PC	P	12.00		
	1900	return								T	4.00	184	92.00
22	0700	Tiburon to Sacramento;							PC	P	20.00		
	1900	return								T	4.00	184	92.00
26	1500	San Francisco to Oakland							PC	P	32.00		
	1930	Airport to San Diego	165.64			18.00						20	10.00
27	0700	San Diego/Anaheim								P	15.00		
	1900		127.65	6.00	10.00	18.00							176.65
28	0600	Anaheim; Orange Co.								P	44.00		
		airport to Oakland to SF											44.00
29	0700	Tiburon to Sacramento;							PC				
	1900	return								T	4.00	184	92.00
(10) SUBTOTALS			387.37	6.00	10.00	36.00					149.00	756	378.00
COLUMN CODE (ACCTG USE ONLY)													
CLAIM TOTAL											756		\$966.37

(11) PURPOSE OF TRIP, REMARKS, AND DETAILS (Attach receipts/vouchers when required)										(12) NORMAL WORK HOURS			
4/5: meetings in Sacramento; worked from DIR Sacramento office; 4/6: meetings in Sacramento worked from Sacramento DIR office; traveled to Bakersfield. 4/7: presentations to: American Society of Safety Engineers, Grimmway Farms Management Team and Associated Builders & Contractors-Central CA chapter. 4/21: meetings in Sacramento; worked from Sacramento DIR office 4/26-27: attended/presented at the Annual Fed OSHA On-Site Consultation Training Conference 4/28: Presentation to the CA Conference on Apprenticeship; attend- CA Apprenticeship Council meeting 4/29: meetings in Sacramento; worked from Sacramento DIR office.													
(13) PRIVATE VEHICLE LICENSE NUMBER													
CALSTARS CODING										(14) MILEAGE RATE CLAIMED			
FY	INDEX	OBJ	AG	PCA	#REF!	PROJ-WP				\$0.500			
										AGENCY ACCOUNTING OFFICE			
										USE ONLY			
										PAID BY REVOLVING FUND CHECK NO.			

(15) I HEREBY CERTIFY That the above statement is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt													
CLAIMANT'S SIGNATURE				DATE				(16) SIGNATURE, OFFICER APPROVING TRAVEL & PAYMENT				DATE	
(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE AND TITLE (See item 17 in instructions)										DATE			